

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CHIEF DEPUTY SHERIFF**

Jurisdictional Class: **Non-Competitive *Confidential/Policy Influencing**
Date Adopted: **Unknown**
Date Revised: **3/27/95; 6/1/98, 3/00**
Jurisdictions: **County**
Union Status: **Exempt**
Pay Grade: **Off Schedule**

DISTINGUISHING FEATURES OF THE CLASS: This is a high level administrative position in the agency, directly overseeing operations of the Sheriff's Road Patrol, Investigations, Emergency 911 and Civil Divisions. The work is performed under general direction of the Sheriff and Undersheriff including a confidential relationship with the Sheriff and Undersheriff with considerable leeway allowed for the use of independent judgment in planning details of the work, developing and writing policy, collective bargaining/labor negotiating, evaluating performance, administering discipline, organizational planning, budget development and performing tasks exercising supervision over the employees in all divisions. The incumbent is a sworn deputy to the sheriff who helps the Sheriff and Undersheriff formulate department policies and procedures and does related work as required. The class is distinguished from that of Undersheriff by being subordinate, having duties limited to the Law Enforcement and Civil Division, and lacking the legal succession authority of an Undersheriff; and from that of sergeant by having administrative responsibility and fewer operating responsibilities.

TYPICAL WORK ACTIVITIES: (illustrative only):

Develops and implements policies consistent to the agency's mission and determines from options those that are objectives of the co-employers Sheriff and the County in accomplishing the delivery of public safety services;

Insures that subordinate supervisors implement department policies and follow applicable laws;

Assists the Sheriff in reviewing employment applications and supervises the background investigation and interview of prospective candidates for employment including hiring recommendations;

Collaborates with the Sheriff in preparation of the agency budget, work assignments and coordinating agency training requirements for all divisions;

Assists with overseeing training, discipline and evaluation;

May supervise and coordinate the maintenance of all Law Enforcement and Civil records;

May assist in preparation of departmental budget and maintaining budget lines;

As directed, assists the Sheriff at labor contract negotiations with the Schoharie County Deputy Sheriffs' Association for the civil employees, Dispatchers, Corrections Officer, Deputies, Sergeants and Investigators and directly assist the Sheriff and the county confidentially discussing management proposals and strategies;

May acts as a hearing officer on disciplinary matters;

Prepares correspondence, complex reports, program development and evaluation;

Supervises the administrative functions of the Sheriff's Department including internal affairs investigations into personnel complaints, administering remedial or disciplinary action by subordinate supervisors;

Prepares verbal and written reports and does other administrative functions as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of penal law, criminal procedure law, and civil process; thorough knowledge of the principles and practices of local government operations; thorough knowledge of the principles and practices of modern law enforcement and public administration; thorough knowledge of the principles and practices of criminal investigation, crime prevention and police patrol activities; thorough knowledge of the forms and procedures applicable to serving legal processes; thorough knowledge of the role of Sheriff as the chief law enforcement officer in the county; thorough knowledge

Last Reviewed: n/a

Last Updated: 3/27/95; 6/1/98, 3/00

Reviewed By: n/a

Last Reallocated: n/a

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CHIEF DEPUTY SHERIFF**

of the principles and practices of supervision of employees; good knowledge of union contracts, grievances and budgets, knowledge of New York State laws involving crime, criminal procedure, employment, labor, civil rights, justice and public employment; knowledge of departmental policies and procedures as well as the geography and demographics of the county; ability to organize and assign work of professional staff; ability to write policy and communicate ideas clearly and logically; ability to operate a radio, wireless phone, personal computer, undercover communications and other public safety equipment including required firearms; ability to maintain an effective working relationship with other government entities and law enforcement agencies; fiscal management, discipline and labor relations; ability to communicate well both verbally and in writing; sound judgment, tact and proven ability to provide leadership, direction and control to a major county office.

MINIMUM QUALIFICATIONS:

- (A) Bachelor degree in criminal justice, police science or a related field; three (3) years of experience in law enforcement; **OR**
- (B) Associate degree in criminal justice, police science or a related field; five (5) years of experience in law enforcement **OR**
- (C) High school diploma or equivalency; eight (8) years of experience in law enforcement within a Police Agency in New York State and two (2) of which must have been in a supervisory Capacity **OR**
- (D) High school diploma or equivalency; twelve (12) years of experience in law enforcement within a Police Agency in New York State **OR**
- (E) An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

NOTE: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.